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From: DiNatale, Margaret (DPH)
Sent: Friday, April 10, 2009 11:13 AM
To: DiNatale, Margaret (DPH); Clemmer, Jill (DPH); Chen, Karen (DPH); Acloque, Roslyn (DPH); Goldbaum, Robert (DPH); Preval, Margaret (DPH); Boyd, Rozelta (DPH); Kazianis, Arthur (DPH); Konomi, Raimond (DPH); Stiles, Tracy (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Swanson, Tanya (DPH); Elvin, Paul (DPH); Peppe, Joseph (DPH); Belanger, Peter (DPH); Rubin, Alan (DPH); Salemi, Charles (DPH); Caloggero, Dina (DPH); Han, Linda (DPH); Szymczak, Elizabeth (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH)
Subject: Centrifuges
Importance: High

Hi,
Friendly reminders:

1. I need the inventory lists today so that I have time to update the inventory list before Monday morning at 8:30 am.

Pending lists: 4th floor Bacteriology labs

2. Centrifuges in secured rooms will be done on Monday, April 13. Please meet in room 201 at 9 am on Monday to process the badges.

Exception: Glenn Krumholz's lab will be done on Tuesday.

Thanks,
Peggy DiNatale

From: DiNatale, Margaret (DPH)
Sent: Monday, April 06, 2009 2:30 PM
To: Clemmer, Jill (DPH); Chen, Karen (DPH); Acloque, Roslyn (DPH); Goldbaum, Robert (DPH); Preval, Margaret (DPH); Boyd, Rozelta (DPH); Kazianis, Arthur (DPH); Konomi, Raimond (DPH); Stiles, Tracy (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Swanson, Tanya (DPH); Elvin, Paul (DPH); Peppe, Joseph (DPH); Belanger, Peter (DPH); Rubin, Alan (DPH); Salemi, Charles (DPH); Caloggero, Dina (DPH); Han, Linda (DPH); Szymczak, Elizabeth (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH)
Cc: DiNatale, Margaret (DPH)
Subject: PM on centrifuges
Importance: High

Hi,
Caley and Whitmore will be on site Monday, April 13 and Tuesday, April 14 to perform PM on the centrifuges. Today, I will bring around an inventory list to the people listed in the database as the contacts. In some cases, multiple people will appear on the same list, which is sorted by department grouping. In these cases, please make sure the single list is circulated to each person listed as a contact.

Inventory List: Please do the following:

1. Verify that centrifuges listed are in service; place a checkmark next to the unit.
2. If a unit listed is no longer in service, please write a note next to the item and cross it out, using a single line.
3. If a new unit is in service, please write in the required information (refer to the header on the inventory list) in the bottom section of the inventory list.
4. date and initial the list and all entries.
5. **Return list to me in room 201 by Thursday, April 9.**

Monday, April 13:

Contact people from the secured labs (listed below) please report to **room 201 at 9 am** so that we can process the visitor badges for the secured rooms.

Jill Clemmer, Scott Hennigan, Raimond Konomi, Glenn Krumholz, Tanya Swanson

I've lost track of who handles these badges, so please pass this email along to the appropriate person.

Thanks,
Peggy DiNatale